

# ARTS, CRAFTS & SERVICES VENDOR APPLICATION



## VENDOR INFORMATION

Vendor Business Name: \_\_\_\_\_

Owner / Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Description of Service or Product: \_\_\_\_\_

\_\_\_\_\_

## BOOTH SIZES & FEES

Spaces are limited and will be approved on a First Come, First Paid basis.

Space Size:	Quantity:	Cost:	Total:
10'x10' (Non-profit): (Please include 501(c)3 with application)	_____	\$50.00	_____
10'x10' (Arts, Crafts & Services):	_____	\$150.00	_____
*Choose your zone: **Please indicate desired zone on page 2. (Zoning map attached on page 5).	_____	\$25.00	_____
**Additional 10'x10' Space: **Add additional 10'x10' space(s) for just \$50.00 each. Subject to availability and organizers approval.	_____	\$50.00	_____

**\*\*\*Refundable Deposit: \$50.00**

\*\*\*\$50.00 deposit is refundable at the **END** of the Festival.  
(See "Rules & Regulations" for details)

### Application Checklist

(Please check all that apply)

- Completed Application.
- Payment in full including deposit.
- Insurance - Listing City of Eustis as additionally insured (if required).
- 501(c)3 Certificate (if applicable).

**Total Enclosed:** \_\_\_\_\_



Please direct any questions to: Events Department, City of Eustis 352-483-5491 or [vendor@eustis.org](mailto:vendor@eustis.org)

## SPECIFIC REQUIREMENTS

Tent/Trailer Information: I have a:  Tent  Tent & Trailer  Truck

Trailer/Truck Measurement: \_\_\_\_\_

(must include trailer tongue)

Trucks/Trailers: I sell out of the:  Passenger Side  Driver Side  Rear

Electricity (please check one): I need a:  110  220/50 (limited)  Other

(All vendors will receive **ONE** outlet per space. Additional outlets are available for \$20.00.)

Choose Your Zone:                      A                      B                      C                      D                      E

## RULES & REGULATIONS

**EVENT:**                      **GEORGEFEST 2019**

**LOCATION:**                **Ferran Park & Historic Downtown Eustis**

250 Ferran Park Dr, Eustis, FL 32726

**DATES:**                    February 22 - 24, 2019

**TIMES:**                    Friday (4:00 PM - 9:00 PM)

Saturday (10:00 AM - 10:00 PM)

Sunday (10:00 AM - 3:00 PM)

**CONTACT:**                City of Eustis

352-483-5491

vendor@eustis.org

www.eustisgeorgefest.org

**PAYMENT & DEADLINE:** Payment in full by cash, check or credit card is due upon signing of this agreement. Vendor spaces are limited, and applications will be accepted on a first-paid basis. The total cost for a space is payable by cash, credit card or check to The City of Eustis. The final deadline for reservations and payment is Wednesday, February 13, 2019.

**DEPOSIT:** Each vendor will pay a \$50.00 deposit in addition to the vendor fee. This deposit may be refundable at the end of the festival. Every vendor is required to keep their booth setup and manned until approximately 3:00 PM Sunday. If you tear down your booth early or leave your space unmanned during the festival, you will forfeit your deposit. \_\_\_\_\_

(Initials)

**SPACE:** *Vendor displays must stay within designated square footage of space requested.*

This includes display racks, tables, awnings, trailer tongue, tie downs, etc. You must bring your own tent and table with chairs. Booth assignments will be provided at check in. Space assignments will **NOT** be given out before check-in.

**ELECTRICITY:** All vendors will receive **ONE 20 AMP** outlet per space. Additional outlets are available for \$20.00. Please advise in advance the number of outlets needed when submitting application. A minimum 100 foot extension cord is required.

**INSURANCE:** All food vendors and vendors who sell the following must provide a certificate of insurance with the City of Eustis listed as an additionally insured: included but not limited to, power equipment, medical health products or services, prescription glasses, tattoos, piercings, facepainters, etc.



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## RULES & REGULATIONS CONTINUED

**PROHIBITED ITEMS:** Excluding firearms and ammunition, vendors are prohibited from selling, exhibiting, displaying or promoting any type of merchandise or service that may have implicit or explicit content of violence or obscenity (visual or verbal). Excluding firearms and ammunition, no weapons may be displayed nor sold including but not limited to knives, pepper spray, swords, martial arts weapons, etc.

**SAFETY:** All food vendors shall have an approved fire extinguisher in their booth. Any tent over 120 square feet shall be labeled as fire-retardant. Fire extinguishers must be appropriate for the content of the exhibition space (proper A, B, C and/or K ratings). A fire inspection will be performed before the event opens.

**SECURITY:** Overnight security will be provided for Friday and Saturday nights, however, the City of Eustis is not responsible for any theft, vandalism, damage or loss of business caused by others.

**RELEASE:** I consent to be photographed, videotaped and/or otherwise recorded by the City of Eustis. I grant the right to use my likeness to publish, promote, distribute, modify or edit any recording that feature or include my likeness in any media.

**WAIVER:** I agree to waive any and all claims of any nature against the City of Eustis, its employees, successors and any volunteers, building owners and tenants.

**CANCELLATIONS / REFUNDS:** Cancellations **MUST** be received by January 18, 2019. Funds, including deposit, will not be refunded for cancellations made after January 18, 2019.

**NON-PROFITS:** Must include 501(c)3 with application in order to be eligible for non-profit rate.

***All vendors will remain open during the official event hours. No vendors shall drive into the event without permission from the City of Eustis Police or Event Staff.***

All vendors must comply with all State and Federal Laws, Statutes and Regulations.

Absolutely **NO** stakes allowed.

All vendors are responsible for disposing of their trash in the provided trash receptacles.

Vendors are **NOT** permitted to sell any alcoholic beverages (including, but not limited to) beer, wine or liquor without prior approval.

The City of Eustis has the right to close any exhibit immediately without refund and has the right to accept or deny vendor exhibits.

All sales belong to the vendor. Vendors are solely responsible for collecting and reporting applicable sales tax. All vendors agree to meet the regulations and to pay applicable fees to Florida Department of Business & Professional Regulation.

Vendors are legally and financially responsible for all damages to grounds or other property caused by themselves or their employees.

**The City of Eustis does not provide access to water.**



Please direct any questions to: Events Department, City of Eustis 352-483-5491 or [vendor@eustis.org](mailto:vendor@eustis.org)

# RESERVATION INFORMATION

One week prior to the event, vendors will receive an email with information regarding check in for the event. Booth assignments will be provided upon arrival for check-in. Specific assignments will NOT be given out before check-in. Please see "Space" for details.

**The undersigned:**

- Agrees that he/she has read and understands the Rules & Regulations of the event and will comply with all the rules and regulations described.
- Understands that noncompliance may result in removal of the vendor.
- Certifies that he/she is the responsible person referred to in the rules and that he/she is authorized to execute on behalf of the business, and accept legal process on behalf of the business.
- Agrees to indemnify and hold harmless the City of Eustis and Lake Eustis Chamber of Commerce, building owners and tenants.
- Agrees to meet the regulations and to pay applicable fees to Florida DPBR the day of the event.

I, \_\_\_\_\_ (vendor), understand that I will not be allocated space until all of the specified documentation is on file in the office of the City of Eustis and all fees have been paid. I understand that my deposit is refundable upon meeting the requirements listed in the Rules and Regulations and that the remaining fees are non-refundable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# PAYMENT INFORMATION

Check Number: \_\_\_\_\_  MC  VISA  DISCOVER EXP.(MO/YR): \_\_\_\_\_

Card Number (16 digits): \_\_\_\_\_ Security Code (3 digits): \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:**  
City of Eustis  
Attn: Events Department  
10 N. Grove St, Eustis, FL 32726  
Email: [vendor@eustis.org](mailto:vendor@eustis.org)  
P: 352-483-5491 F: 352-357-4177

# INTERNAL USE ONLY

Date Application Received: \_\_\_\_\_ Payment Method:  Cash  Check  Card  Money Order

Payment Received On: \_\_\_\_\_ Insurance:  Yes  No

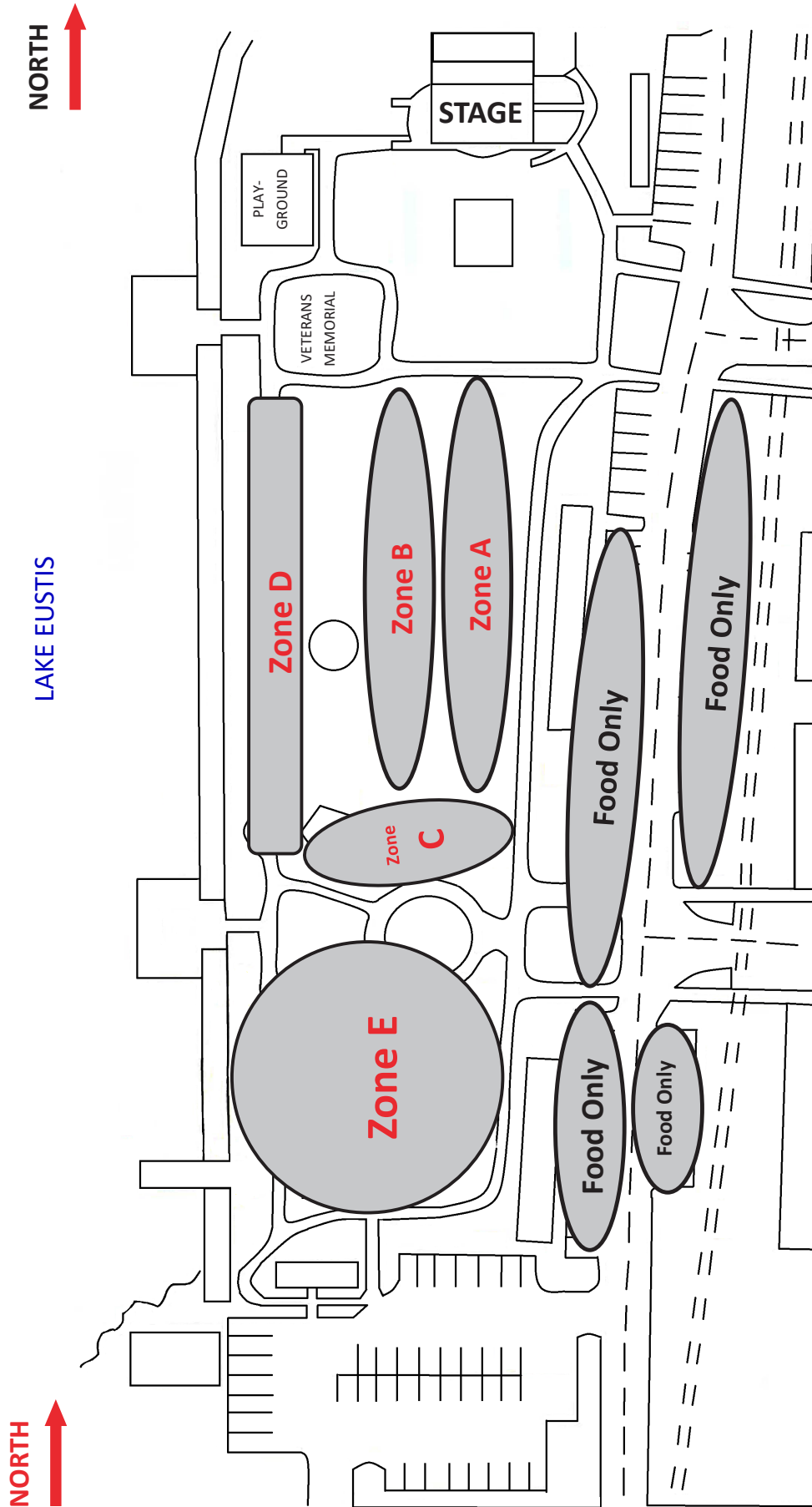
Application Approved On: \_\_\_\_\_ Application Approved By: \_\_\_\_\_

Choose Your Zone Request: \_\_\_\_\_



Please direct any questions to: Events Department, City of Eustis 352-483-5491 or [vendor@eustis.org](mailto:vendor@eustis.org)

# CHOOSE YOUR ZONE MAP



Please direct any questions to: Events Department, City of Eustis 352-483-5491 or [vendor@eustis.org](mailto:vendor@eustis.org)